

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



FORM

SA-51219A

**DUE
DATE** ➡

2003 SERVICE ANNUAL SURVEY

POSTPRODUCTION SERVICES AND OTHER MOTION PICTURE AND VIDEO INDUSTRIES

NOTICE — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

RETURN COMPLETED FORM TO



U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001

Any questions call
1-800-772-7851 weekdays,
8:30 a.m. to 5:00 p.m. EST

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(Please correct any error in name, address, or ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

Item 1

SURVEY COVERAGE

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in providing motion picture and video services (except motion picture and video production, distribution, exhibition, and teleproduction and other postproduction services). Examples of locations covered by this industry includes motion picture film laboratories and stock footage film libraries.

Does this firm have domestic locations providing one of the business activities described in the survey coverage above?

- 0001 1 ☐ Yes — Continue with Item 3
2 ☐ No — Specify your business activity and continue with Item 3, and complete as much of the survey form as possible. ➡

0002

Item 2

NOT APPLICABLE TO THIS FORM

Item 3

REPORT PERIOD

Mark (X) the one box which best describes the period covered by your report.

If the data reported are for a period other than the "calendar year," please enter the beginning and ending dates.

0006 1 ☐ Calendar year — Go to Item 4A

2 ☐ Fiscal year

3 ☐ Less than 12 months

From

To

2003

Month Day Year

0007

0008

Item 4A REVENUE**Exclude intracompany transfers.**

Line 1 – Report revenue from providing computerized and electronic image and sound processing services in audiovisual works. These services include editing, transfer, color correction, digital restoration, visual effects, animation, duplication of masters, format conversion, compression and digital encoding, captioning, titling, subtitling, and sound editing and design services.

Line 2 – Report revenue from processing motion picture film, negative matching, color timing, printing (workprints, answer prints, intermediates, etc.), release printing, film cleaning, etc.

Line 3 – Report revenue from lending, selling, or renting of video graphics media that may serve as a media source for final use in a production of a film, video, digital media, etc. (usually in documentaries).

Line 4 – Report revenue from multiple or limited duplication of the master of a video, digital media, etc. **Include** screening copies, approval copies, etc. The copies are usually on VHS, streaming video, or DVD format. **Exclude** mass duplication of copies intended for the retail or rental market. Limited reproduction of the master of a film, video, digital media, etc. (edit masters, high definition masters, clones, etc.) is included in line 1 above.

Line 5 – Report revenue from the translation of motion picture scripts from one language to another so that it doesn't affect the original message of the audiovisual production.

Line 6 – Report revenue from renting postproduction equipment. **Examples** include editing systems and hard drives for storage.

Line 7 – Report revenue from all other service operations not included in lines 1-6. **Examples** include DVD authoring, sale of merchandise, etc.

An estimate is acceptable if a book figure is not available.

	Key code	2003			
		Bil.	Mil.	Thou.	Dol.
1. Audiovisual postproduction services	1344				
2. Motion picture film laboratory services	1345				
3. Video library services	1346				
4. Duplication and copying services	1347				
5. Script translation	1348				
6. Postproduction equipment rentals	1349				
7. All other revenue	749				
8. TOTAL OPERATING REVENUE	002				

Item 4B EXPORTS

An estimate is acceptable if a book figure is not available.

Note – An export is a tangible or intangible product (e.g., good, license agreement, reproduction right, service) that is sold or transferred to a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Products transferred to, sold to, or services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. **Exclude** products provided to domestic subsidiaries of foreign firms.

Did the revenue reported in Item 4A include any amounts received for exported services or products?

0009 1 ☐ Yes
2 ☐ No

Key code	2003			
	Bil.	Mil.	Thou.	Dol.
004				

Item 4C E-COMMERCE RECEIPTS/REVENUE

Report sales and receipts from any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods and services may or may not be made online. Please see the General Instruction sheet for further clarification before completing this item.

An estimate is acceptable if a book figure is not available.

1. Did your firm have e-commerce receipts/revenue during 2003?

0011 1 ☐ Yes – Enter the date your firm began e-commerce sales.
2 ☐ No – Continue to Item 4D.

Month (i.e., June=06) Year (i.e., 2003=03)

0010

Key code	2003			
	Bil.	Mil.	Thou.	Dol.
005				

2. What was your firm's e-commerce receipts/revenue for 2003? (Include e-commerce receipts/revenue in Item 4A. Exclude sales taxes.)

Item 4D INVENTORIES AT END OF YEAR (DECEMBER 31, 2003)

An estimate is acceptable if a book figure is not available.

Report inventories at cost or market value using generally accepted accounting methods.

a. Finished goods and work-in-process

Key code	2003			
	Bil.	Mil.	Thou.	Dol.
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622				
623				

b. Materials, supplies, fuel, etc.

c. TOTAL inventories

Item 4E TOTAL OPERATING EXPENSES							
<p>Include annual payroll on a cash basis, employer's contributions to employee benefits plans on a cash basis, cost of contract labor, materials and supplies, fuels for motor vehicles, purchased services, insurance, depreciation, taxes and licenses, bank charges associated with maintaining accounts, investment and brokerage fees, credit card transaction fees, royalties, and all other operating expenses.</p>		<p>An estimate is acceptable if a book figure is not available.</p>	Key code	2003			
			Bil.	Mil.	Thou.	Dol.	
TOTAL OPERATING EXPENSES		003					
Item 4F SELECTED EXPENSES							
<p>1. Cost of Contract Labor</p> <p>Line 1 – Report payments made to suppliers for leased employees and temporary help such as office workers, provided they are not on your payroll, but are supervised by your firm. Exclude payments for services of persons supervised by the supplying firm, such as legal, accounting, janitorial, security, and building maintenance services.</p> <p>2. Expensed Materials and Supplies (not for resale)</p> <p>Line 2a – Report the cost of expensed computer hardware and packaged software. Include hardware such as servers, CPUs, monitors, and network devices; computer software purchased under licensing agreements, and computer software license fees; and other expensed business equipment, such as copiers, fax machines, and telephones. Exclude leased and/or rented equipment.</p> <p>Line 2b – Report the cost of expensed materials, parts, and supplies, which are used as part of the services you provide. Include office and janitorial supplies, small tools, computer-related supplies (such as cartridges and computer paper), packaging and containers, and medical supplies. Exclude fuels for motor vehicles, and leased and/or rented materials, parts, and supplies.</p> <p>3. Expensed Purchased Services</p> <p>Line 3a – Report the cost of expensed custom coded software. Include computer-related services such as adaptation of off-the-shelf software, system design and support services, web design, and web hosting. Exclude computer-related communications costs.</p> <p>Line 3b – Report the cost of data processing, computer consulting, and other purchased computer services. Include computer input preparation, data storage, computer time rental, microfilm imaging, and optical scanning services. Exclude payroll processing, credit card transaction fees, and fees for the management and operation of your data processing facilities.</p> <p>Line 3c – Report the cost of telephone, cellular, pagers, and fax services; and computer-related communications such as Internet, connectivity, on-line, and other communication services.</p> <p>Line 3d – Report the cost of purchased electricity. If electricity is included in a lease or rental payment, report these costs below.</p> <p>Line 3e – Report the cost of purchased fuels for heating, power, and generating electricity. Include the cost of natural gas. If the cost of fuels are included in a lease or rental payment, report these costs below.</p> <p>Line 3f – Report the cost of administrative and professional services such as management consulting, legal, accounting, auditing, bookkeeping, actuarial, payroll processing, marketing, advertising, architectural, engineering, and fees for the management and operation of your data processing facilities.</p> <p>Line 3g – Report lease and rental costs for land, buildings, offices, structures, machinery, and equipment. Include lease and rental of transportation equipment without operators; and penalties incurred for broken leases. Exclude payments by your firm to your parent company or organization (or any of its subsidiaries) for use of assets owned by them and installment payments for assets obtained through capital lease agreements.</p> <p>Line 3h – Include purchased transportation (with operators); travel and lodging; shipping and warehousing; postage and package delivery; water, sewer, and refuse removal; janitorial, security, parking, and grounds maintenance; purchased repair and maintenance; and all other purchased services. Exclude payroll, employer's contributions to employee benefits plans, fuels for motor vehicles, insurance, depreciation, taxes and licenses, bank charges associated with maintaining accounts, investment and brokerage fees, and credit card transaction fees.</p>		<p>An estimate is acceptable if a book figure is not available.</p> <p>Include only purchases from external vendors.</p> <p>Exclude capitalized costs.</p>	Key code	2003			
			Bil.	Mil.	Thou.	Dol.	
1. Cost of Contract Labor		1287					
2. Expensed Materials and Supplies (not for resale)							
a. Computer and other business equipment and supplies (including packaged software)		1299					
b. Other materials, parts, and supplies		1300					
3. Expensed Purchased Services							
a. Custom coded software (including adaptation of off-the-shelf software) and system design and support services		1302					
b. Data processing and other purchased computer services		1303					
c. Purchased communication services		1282					
d. Purchased electricity		1283					
e. Purchased fuels (except motor fuels)		1304					
f. Purchased management consulting, administrative services, other professional services		1305					
g. Lease and rental payments		807					
h. All other purchased services – Specify <input checked="" type="checkbox"/>		1307					
1310							

SERVICE ANNUAL SURVEY

INFORMATION SECTOR

GENERAL INSTRUCTIONS

Your report should be completed and returned in the preaddressed envelope provided on or before the due date. **If the report does not appear to apply to your kind of business or activity, describe your business or activity in Item 1 and complete the remainder of the form as accurately as possible.**

If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to the

**U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001**

or call our Census Bureau representative in Jeffersonville, Indiana at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., eastern time.

Always include your identification number, located in the address label, in any correspondence.

IF BOOK FIGURES ARE NOT AVAILABLE,
ESTIMATES ARE ACCEPTABLE.

Please read all instructions before making your entries.

Report data for the calendar year specified. If calendar year records are not available, we will accept fiscal year data. Please note, however, that we prefer estimates for the calendar year to book figures covering a different time period. Report all values in dollars (omit cents). Enter "0" in items where appropriate. Please do not combine data for two or more items.

For location(s) sold or acquired during the year specified, report only for the period that the location(s) were operated by this firm.

SPECIFIC INSTRUCTIONS

Revenue

Report revenue for all services rendered and any sales of merchandise for the calendar year specified, even though payment may have been received at a later date. **Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.**

Include –

- Total value of service contracts.
- Amounts received for work subcontracted to others.
- Market value of compensation in lieu of cash.
- Revenue from services performed by domestic locations for FOREIGN parent firms, subsidiaries, branches, etc.
- Dues and assessments from members and affiliates.
- Royalties, license fees, and other payments from the marketing of intangible products (e.g., licensing the use of or granting reproduction rights for software, musical compositions, and other intellectual property).

Exclude –

- Taxes (sales, amusement, occupancy, use, or other) collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Revenue from a domestic parent organization, or from franchise locations owned by others and any franchise or license fees.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Revenue from customers for carrying or other credit charges.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).
- Revenue from the sale of used equipment.
- Installment payments from leasing under capital, finance, or full-payout leases.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Intracompany transfers.
- Contributions, gift, grants, income from interest, rental of real estate, and dividends.

SERVICE ANNUAL SURVEY

INFORMATION SECTOR

SPECIFIC INSTRUCTIONS – Continued

E-commerce Receipts/Revenue

(In the following instructions, online refers to any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system.)

Include –

- Revenue from online orders for goods or services placed by a buyer.
- Revenue from online services provided where charges are based on the usage of those services (e.g., commissions or fees from use of computerized reservation systems, financial transaction processing systems, etc.)
- Commissions or fees from the trading of securities or the sale of other financial products online (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-through including referral fees) through your company's Web site.
- Revenue from orders or contracts negotiated online with a buyer and seller on the price and terms for transferring ownership or the rights to use goods or services.
- Revenue from telephone transactions using interactive voice response systems.

Exclude – revenue from:

- Online billings where the order or contract was not negotiated online.
- Delivery of services online where the order or contract was not negotiated online.
- Provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access) where the order or contract for such services was not negotiated online.
- Orders for goods or services placed by facsimile machine or over switched telephone network.